



Achieve & Nurture Limited Lone Working Policy

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INTRODUCTION

This policy outlines the procedures and measures to ensure the safety and well-being of staff members who may work alone in the provision. Lone working refers to situations where staff members work by themselves without close or direct supervision. Staff may need to use the outside areas with a student on a 1:1 basis, access the quiet room with the door shut on a 1:1 basis or escort a student to the toilet.

This policy applies to all employees who may be required to work alone at any time during their duties at the provision.



PURPOSE

The purpose of this policy is to:

- Ensure the safety and security of staff working alone.
- Identify and assess potential risks associated with lone working.
- Establish procedures to minimize risks.
- Provide clear guidelines for staff to follow when working alone

AREAS WHERE LONE WORKING MAY OCCUR

Students are supported on a 1:1 or 2:1 ratio, depending on their individual risk assessment provided by the commissioner. Students always have access to the quiet room.

Students must never be left alone in the quiet room. There may be times when students need to access this room to regulate or carry out work in a quieter space, the door may be closed but staff must ensure they are able to open it immediately should they need to or so that other staff can open it from the main room should they need to. Doors must not be blocked.

Students are able to access an outside space when supported by a member of staff. If staff are accessing outside space with a student, they must ensure that they have told a member of SLT where they are and have a mobile phone with them should they need to request additional support or send SLT any updates.

Students must be supervised when using the toilet. Staff should stand outside the door.

Any students requiring toileting support will have an individual risk assessment around this area of need which will be shared by management and staff will be made aware if this can be carried out on a 1:1 or 2:1 ratio

RISK ASSESSMENT

A risk assessment is conducted by the provision to identify any potential risks associated with lone working. The assessment considers

- The environment



- Staff's individual medical history
- The level of communication available (access to phones)
- The individual student's risk assessment

Based on the risk assessment, if it is not thought appropriate for a member of staff to be alone with a student, then they will be accompanied by a second member of staff and students will be supported on a 2:1 ratio and doors to the quiet room will remain open.

RESPONSIBILITIES

Management:

- Ensure risk assessments are carried out and reviewed regularly.
- Maintain communication with staff.

Employees:

- Follow procedures outlined in this policy.
- Maintain communication with managers.
- Report any incidents, concerns or hazards to management immediately.

RELATED POLICIES

- Health and Safety Policy
- Staff Behaviour Policy
- Safeguarding Policy
- SEND Policy

MONITORING AND REVIEWING

This policy is monitored regularly and will be reviewed annually as a minimum to ensure the effectiveness of our strategies.